

Privacy Policy

The Writers Guild of Canada (the “WGC,” “we” or “our”) is committed to protecting your personal information. This Privacy Policy (“Policy”) sets out the WGC’s policy with respect to the collection, use and disclosure of such personal information via the Producer Remittance Entry System (PRES) website: <https://www.wgc.ca/pres/app/#/wgcp/login/> (the “Website”) and via other communications we have with you. For the purposes of this Policy, the term “personal information” means information that can be used to personally identify you or any writer for whom you remit payment and any information which is directly associated with any such information, but does not include your name or a writer name, your title, or your business address or telephone number.

The WGC limits the collection, use and disclosure of personal information to what is necessary to conduct its business including enforcing its collective agreements, managing its jurisdiction and serving the needs of its membership. If you do not consent to the terms of the Policy, please do not provide us with your personal information.

The WGC will not sell, trade or rent your personal information to any party. The WGC will not disclose any of your personal information to any third party except (i) where such party provides services to us in furtherance of the permitted use of such information and where such third person has agreed to be bound by equivalent terms to this Privacy Policy; (ii) as may be required by law; or (iii) as may be required during any due diligence process reasonably undertaken, provided that such third party is bound by obligations as least as restrictive as those contained in the Policy.

What personal information do we collect on the Website?

II. *Voluntary Recognition Agreement And Contract Information*

We collect and retain a voluntary recognition agreement (VRA) from each signatory producer for each project and writer contract(s) for each individual working within our jurisdiction. Information provided on VRAs or writer contracts can include:

Production Company Name and Address
CMPA or APFTQ Producer Status and Number
Name of Production
Name of Episode
Effective Date
ISAN #
Producer Name
Producer Address
Name of Writer’s Loan-out Company
Writer Name
Membership Number
Writer Address
Writer GST(HST) Number
Writer Provincial Tax Number
Type of Program
Broadcast Length
Contracted under Article

Tentative Credit
Script Fee
Names of Writers Previously Engaged on the Production
Overscale Amounts
Payment Schedule
Authorized Signatures

III. *Remittances/Website*

In connection with payments remitted pursuant to our collective agreements or through the Website, we also collect and/or store the following information:

Relationships between Parent Companies, Signatory Companies and Rightsholders on Projects
WGC Internal Contracting Company ID
Production Company Name
CMPA or APFTQ Producer Status and Number
Production Company Address, Phone Number and Contact Information and Email Address
WGC Internal Project ID
Project/Show Name
Writer Membership Number
Writer Name
Writer Status
Episode Title
Episode Number
WGC Internal Episode ID
WGC Internal Contract ID
Contracting Article
Work Stage
Gross Fee Earned
Waiver Status
Team Status
Working Dues
Administration Fee
GST/HST on Administration Fee
Retirement and Insurance Contributions and Deductions
Amounts Owning and Paid
Producer Cheque or Transaction Numbers When Payment is Made

The Website uses session cookies. A cookie is small amount of data containing an anonymous unique identifier, sent from our Website to your browser when you log in as proof you are logged in and authorized to use PRES until you log off. These cookies do not contain personal information and do not compromise your privacy or security. When you log out of the Website or are inactive for a specified amount of time, the cookies expire and are no longer active. No personal or identifiable information is stored in the cookie.

How is personal information used?

We collect personal information for the following reasons:

- To uniquely identify writers with payments collected and processed as a writer working within our jurisdiction.
- To record and process benefit contributions and deductions or equalization payments and provide payment and information to our benefit carrier for setup and maintenance of insurance and retirement accounts.
- To collect working dues and administration fees from producers.
- To report to our members their earnings and benefits contributions and deductions reported to and processed by the WGC.
- To provide our members with an annual tax receipt for basic and working dues paid to the WGC.
- To collect and store necessary financial records required for accounting and audit purposes.
- To aggregate data to produce anonymous statistics and analysis.
- To provide to our legal counsel whenever necessary to enforce our collective agreements, or to satisfy legal, regulatory, security or other processing requirements, or as otherwise required by law.

How do we collect personal information?

We collect your information via the following:

- VRAs or writer contracts submitted to us for productions in our jurisdiction
- Producers remitting working dues, administration fees and benefit or equalization payments or payroll houses remitting on behalf of producers
- In our office when processing a payment for any of our services or updating producer or member information
- Over the telephone, in relation to: (i) updating contact information, or (ii) membership obligations, or (iii) obligations pursuant to the WGC's collective agreement.

How is personal information stored/secured?

Your personal information is stored at the WGC office or at our paper file storage facility in Canada or on our web server located in Canada. The WGC uses all reasonable commercial efforts to protect your personal information from unauthorized use, access or disclosure, including using physical, electronic or procedural measures. We have implemented security measures and safeguards on both the Website and at our offices to protect against the loss, theft, misuse and unauthorized access or alteration of your personal information under our control including the following specific measures: encryption of the connection to our PRES website, access to computer data is controlled physically in our office, any electronic data is accessed via login ids and passwords, non-disclosure agreements with our web host/developer and IT service provider, and data shared electronically with our benefit carrier is through secure ftp transfer.

Who has access to or uses your personal information?

Information collected by the WGC is available only to WGC staff or to select third parties with which we do business. The WGC does supply members' information including gross fee earned and benefit amounts to our benefit carrier via secure electronic transfer. In addition, members may inquire or receive reports about their own information. Producers may inquire about information relating to payments remitted. The WGC may share information relating to specific producers and/or members with legal counsel when enforcing its collective agreements. The WGC also shares information with its web hosting and development company and may, from time to time, be required to share information with its database developers.

To whom is your personal information disclosed?

The WGC discloses specific information outside of its own organization about producers and writers in its jurisdiction to its benefit carrier, third party payment processors, payroll houses, producers, other writer guilds, the WGC's web hosting and development company, database development individuals or companies and legal counsel. The WGC has confidentiality and/or non-disclosure agreements with any third party to which it provides information.

The WGC will not sell, trade or rent your personal information to any party. The WGC will not disclose any of your personal information to any third party except (i) where such party provides services to us in furtherance of the permitted use of such information and where such third person has agreed to be bound by equivalent terms to this Privacy Policy; (ii) as may be required by law; or (iii) as may be required during any due diligence process reasonably undertaken, provided that such third party is bound by obligations as least as restrictive as those contained in the Policy.

How do I withdraw my consent?

Except as required by law, we will not use or disclose your personal information for any purpose for which you refuse us consent or later withdraw your consent. You may withdraw your consent to our collection, use and disclosure of your personal information at any time, subject to contractual and legal restrictions and reasonable notice. If you withdraw consent, you agree that notwithstanding such withdrawal, we may continue to use any personal information previously provided to us to the extent required to enforce any contractual obligations that you may still have to the WGC. You also understand that, the WGC will require personal information about you for some services, including those that require payment or involve an ongoing relationship with the WGC or our partners. If you refuse to provide us with the personal information that we so require or later withdraw your consent to use and disclose such information, we may no longer be able to provide you with these services.

To withdraw your consent please contact our Privacy Officer in writing. Contact information is supplied at the end of this document.

What about links to third party sites?

The Website may contain links to independently owned, controlled and/or managed third party, World Wide Web or Internet sites to which the Policy does not apply. Please note that we do not monitor or control the content that appears on these sites and such content may be constantly

changing. We recommend and encourage you to read the terms of use and privacy policies of all linked sites before navigating through them.

Changes to this Policy

The WGC reserves the right to update this Policy as we deem necessary in our sole discretion. We encourage you to periodically review our Policy so that you are properly informed as to how the WGC is protecting and dealing with your personal information.

Comments and Contact Information

The WGC welcomes your comments regarding our Policy. If you have any questions regarding our Policy, our collection, use or disclosure of your personal information please contact our Privacy Officer at the following address:

Writers Guild of Canada
Attn: Terry Mark & Li Robbins
366 Adelaide St. W., Suite 401
Toronto, ON Canada M5V 1R9

If contacting us by phone, please call 416-979-7907 or 1-800-567-9974 and ask for Terry Mark or Li Robbins.

Date: March 6, 2015

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